

CODE ENFORCEMENT OFFICER – SOLID WASTE

DEFINITION

Under general supervision, enforces the sanitation and business license ordinances of the City; coordinates and implements the City's contracted refuse and recyclable collection; enforces the City's refuse, recycling, and applicable property maintenance ordinances; and performs related work, as required.

DISTINGUISHING CHARACTERISTICS

This position is a skilled class within the Public Works Department and reports to the Public Works Director or designee. Incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing an efficient, effective, departmental operation in relation to code enforcement duties. Incumbents of this class work independently and work is subject to review in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Demonstrates a full understanding of applicable codes, ordinances, policies, procedures and work methods regarding solid waste, public nuisance, environment, and health and safety, associated with the assigned duties; oversees employees and participates by removing solid waste on public and private property; tracks and reports volume of trash removed; conducts field investigations regarding complaints and pending violation cases; monitors violations to ensure correction; issues notices of violation, abatement and permits in accordance with City codes; completes reports and submits correspondence, ordinances, and abatement regulations; produces photographs and records of violations for purposes of evidence in court; prepares cases for prosecution or Council actions, as needed, in accordance with proper procedures of court evidence; represents the City in court regarding enforcement of non-compliance; coordinates with other City departments and staff; handles complaints as tactfully as possible; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - High school graduation, or GED equivalent, and 30 semester college units with an emphasis in psychology, political science or related field required; and two years of code enforcement experience, preferably with a municipal government, which includes public contact experience involving the enforcement of municipal codes and ordinances. One year of additional experience may substitute for 15 units of education.

Licenses & Certificates - Possession of a valid California Class "C" driver's license. Must possess or be able to obtain a Peace Officer Standards and Training 832 Penal Code (P.O.S.T. 832 PC) Certificate within 12 months of employment.

CODE ENFORCEMENT OFFICER – SOLID WASTE

Page 2

Knowledge & Abilities - Knowledge of: The general provisions of solid waste; codes, and procedures involved in enforcement of municipal codes and ordinances; zoning, safety, public nuisance and abatement laws; principles and methods of investigation utilized in enforcement inspections; applicable laws, ordinances, codes, and basic terminology used in interpreting solid waste codes, including regulations and requirements for court evidence documentation; code enforcement and public relations practices; techniques and methodologies for dealing with irate citizens; basic principles of investigation and research related to the enforcement of City codes and municipal ordinances; proper procedures for the maintenance of activity logs and reports. **Ability to:** Learn and apply investigative principles and practices in ensuring compliance with appropriate codes and ordinances; investigate code violations and other complaints in a timely and tactful manner; plan, organize and participate in solid waste removal in various parts of the City; track and report necessary information related to solid waste removal; read, follow, understand and carry out oral and written instructions; explain and enforce a variety of complex City codes, ordinances, procedures, laws and other regulations to the public; deal courteously and communicate effectively with a variety of individuals, including effectively resolving conflicts and problems; understand legal property descriptions and read boundary maps; prepare accurate and detailed documentation of inspection findings and other written materials; maintain accurate records and prepare clear and concise reports and other documentation; learn regulations and requirements of court evidence; organize and prioritize work and exercise sound, independent judgment within established guidelines; make oral presentations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

WORKING CONDITIONS

Work is performed in an indoor/outdoor environment, which may include court appearances. Incumbent must have the mobility to visit City job sites on a regular basis. Visits to job sites include exposure to dust, temperature, noise and inclement weather, and occasional exposure to hazardous work conditions. Physical demands may require frequent standing, climbing, walking, lifting, bending, stooping, or squatting to inspect and remove solid waste from public and private property. Incumbent must be able to lift heavy loads up to 100 pounds. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to call-outs and emergencies after regular working hours, holidays, and on weekends, and must be willing to work an irregular schedule.

APPROVED:



PERSONNEL OFFICER

DATE:

March 24, 2010